

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS01820835

DATE POSTED: 04/01/21

POSITION NO: 201821

CLOSING DATE: 04/14/2021 by 5 pm

POSITION TITLE: Director of Information Technology

DEPARTMENT NAME / WORKSITE: DGS/Department of Information Technology/Window Rock, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: BK71A

WORK HOURS: 8 am - 5 pm PART TIME: ☐ NO. OF HRS./WK.: \$ 91,851.12 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 43.99 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Directs, administers and leads information technology strategic planning, implementation, operations and develops IT as a strategic asset for the Nation to achieve government goals for infrastructure, applications, cyber security, disaster recovery planning, accessibility and performance; conducts continuous assessment of current IT systems for improvements; establishes clear ownership of core information technology processes; manages information technology systems in accordance with industry best practices; develops, maintains and implements all IT policies, procedures, service management and governance including for acceptance use, architecture, security, disaster recovery planning, standards, purchasing and service provision in accordance with applicable local, state and federal laws and regulations; creates and delivers training initiatives on IT policies and procedures for all users. Designs, establishes and maintain organizational structure and staffing to effectively accomplish the department goals and objectives; oversees recruitment, training, development, retention and evaluation of staff, initiates and implements disciplinary action as warranted; sets priorities, leads and executes new initiatives, programs and projects; drives staff performance for continual improvement; develops, tracks and controls the IT operating and capital budgets for personnel and operations; identifies opportunities for the appropriate and cost effective investment of financial resources; develops business case justifications and cost benefit/risk analyses for IT initiatives; reviews and negotiates all contracts and pursues master agreements to capitalize on economies of scale. Leads the Navajo Nation leadership team in aligning governance processes of architecture, telecommunications, broadband, networks and all pertinent IT activities with the Nation's priorities and cultural norms; communicates business technology alignment plans to stakeholders; maintains current knowledge of trends and issues in the IT industry, including current technologies and prices; advises, counsels and educates Navajo Nation leadership and management on competitive or financial impacts; oversees the development of an asset management program including ethical IT surplus and disposal strategies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Information Technology, Computer Science, Information Systems, Business Administration with technology as a core component or a closely related field; and ten (10) years of progressively responsible experience working in IT operations, strategic planning, development, project management and policy development, including five (5) years supervising and leading technology teams of 15 or more people and overseeing large IT projects;
- OR
- A Master's degree in Information Technology, Computer Science, Information Systems, Business Administration with technology as a core component or a closely related field; and eight (8) years of progressively responsible experience working in IT operations, strategic planning, development, project management and policy development, including five (5) years supervising and leading technology teams of 15 or more people and overseeing large IT projects.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Certification in IT Service Management Methodology or Security Framework or Project Management.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Supplemental Requirements: Incumbent must obtain Financial Management Information System (FMIS) 6B certification within six (6) months of date of hire; and must obtain Certification in IT Service Management Methodology or Project Management within one (1) year of date of hire. **Knowledge** and understanding of the current and developing strategic information requirements; **Knowledge** of management and supervisory principles, practices and methods, of current trends and developments of information technology, of business theory, processes, management, budgeting and business office operations; **Strong working knowledge** of IT service management methodologies, security frameworks and project management, Knowledge of office automation and computerized financial applications, of broadband infrastructure, wide and local area networks; **Skill** in strategic advanced management planning and collaborative business planning, in creating and working in a team-oriented and collaborative environment, in organizing resources and establishing priorities, in advanced strategic planning and leadership; Strong interpersonal and communication skills; **Ability** to provide strategic guidance and counsel to clientele in the assessment and development of existing and/or proposed systems and manage the direct, indirect and cumulative implications of decisions, to apply information technology in solving business problems, to identify security vulnerabilities and remediation with strategic solutions, to conduct research on IT issues and products, including local, state and federal grant funding opportunities, to conduct or support IT audits, to present ideas in business friendly and user-friendly language, to prioritize and execute tasks in a high-pressure environment, to communicate with and work effectively with a wide range of constituencies.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.